

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

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**December 21, 2004**

FROM: **THOMAS L. SUTTON**, Director  
Special Districts Department

SUBJECT: **INCREASE PURCHASE ORDER FOR INTERNATIONAL PAVING SOLUTIONS  
FOR COUNTY SERVICE AREA 70**

**RECOMMENDATION:** Acting as the governing body of County Service Area 70, authorize the County Purchasing Department to increase purchase order #Z1594 authority with International Paving Solutions (IPS) from \$25,000 to \$50,000 for the provision of asphalt repair in fiscal year 2004/05.

**BACKGROUND INFORMATION:** The Special Districts Department (SDD) has approximately 35 District Improvement Zones that require asphalt road maintenance. In the spring of each year SDD identifies the main asphalt repairs to be completed that following summer and solicit bids from six to ten asphalt companies. Low bidders are then selected for several areas of the County to receive blanket purchase orders. Various districts, particularly for emergency repairs, use the purchase orders throughout the year.

In fiscal year 2003-2004, SDD obtained a \$25,000 blanket purchase order for IPS, and the blanket purchase order was again renewed in fiscal year 2004-05. SDD completed a paving project in County Service Area Improvement Zone R-39 (Highlands Estates) in March of 2004. After the first rain in April 2004, the roads deteriorated due to lack of asphalt berms and further repair work was completed. SDD had sufficient funds in fiscal year 2003-04 on the IPS blanket purchase order No. Z1594, and IPS submitted an invoice for \$20,060 toward the end of that fiscal year. However, due to processing the invoice at the end of fiscal year 2003/04, the \$20,060 payment was charged against the fiscal year 2004/05 blanket purchase order. This then resulted in substantially exhausting the purchase order authority for emergency asphalt repairs during fiscal year 2004/05, thus leaving a remaining amount available of \$5,000 for various districts.

Therefore, SDD requests the blanket purchase for International Pavement Solutions be increased from \$25,000 to \$50,000 so that there is spending authority available for any necessary asphalt repairs which may occur this fiscal year. This has been an unusually wet winter, which can cause road deterioration and additional road repairs. It is necessary for the safety and well being of the individuals living in the districts to be able to complete road repairs promptly. County Policy No. 11-05 requires County Departments to seek Board approval when contracting for services with any vendor in excess of \$25,000 per Department, per fiscal year.

Approval of this recommendation will increase blanket purchase order no. Z1594 from \$25,000 to \$50,000 for fiscal year 2004-05 for asphalt repairs for various district roads as needed.

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**Record of Action of the Board of Supervisors**

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**REVIEW AND APPROVAL BY OTHERS:** This item has been reviewed by County Counsel (L. Thomas Krahelski, Deputy County Counsel, 387-5436) on December 9, 2004, Purchasing (Leo Gomez, Supervising Buyer, 387-2063) and by the County Administrative Office (Wayne Thies, Administrative Analyst, 387-5409) on December 13, 2004.

**FINANCIAL IMPACT:** The \$50,000 blanket purchase order is unencumbered. Repairs are paid by various improvement zones from their respective FY 2004-2005 operating budgets as necessary.

**COST REDUCTION REVIEW:** The County Administrative Office has reviewed this agenda item and concurs with the Department's request and recommends this action based on the need for this service to protect the safety of citizens that utilize District maintained roads. The purchase order increase has no impact on the general fund.

**SUPERVISORIAL DISTRICT (S):** All

**PRESENTER:** Thomas L. Sutton 387-5940

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